

2004 CENTRAL PANEL DIRECTORS CONFERENCE
A Pacific Northwest Adventure!

Dear Colleague:

The 2004 Central Panel Directors Conference will take place on **Wednesday, September 8 through Saturday, September 11, 2004** in Seattle, Washington. This conference promises to be an interesting and enjoyable event in the beautiful and scenic Pacific Northwest. The conference will begin with a reception at 5:30 p.m. on Wednesday evening, September 8 at the Washington Athletic Club.

HOTEL: A block of rooms has been reserved at the Washington Athletic Club (WAC), 1325 6th Avenue, Seattle WA 98101, at a special rate of \$118 (plus tax) per night, single or double occupancy. To reserve your room, call the WAC at **(800) 275-3775** or e-mail mharkness@wac.net. Be sure to mention you are with the "**Central Panel Directors Conference.**" **Reservations must be made by August 8, 2004.** Rooms are offered at the same special rate for those that wish to extend their stay either before or after the conference, although subject to availability. Use of the pool, track, and courts is complimentary. Parking is \$20.00 per day. Cancellations are accepted up to 48 hours prior to arrival. For more information about the WAC, go to www.wac.net.

TRANSPORTATION FROM AIRPORT: Daily shuttle service from Airport Express (operated by Gray Line of Seattle) is available from SeaTac Airport to the WAC at a charge of \$8.50 per person (one way) or \$14.00 roundtrip. The shuttle is located outside of baggage claim and departs every half hour. You will need to get off at the downtown Seattle (not the Sea-Tac) Hilton Hotel drop-site, which is located next to the WAC. If you choose to take a cab from the airport, the charge is approximately \$30 each way. Car rentals are also available at the airport. It is approximately 13 miles from the Airport to the WAC and takes approximately 20 minutes.

REGISTRATION: The conference registration fee is \$295.00 per person and includes a Wednesday evening reception, continental breakfasts on Thursday and Friday, lunches on Thursday and Friday, a group banquet on Thursday evening, and a breakfast buffet on Saturday morning. The registration fee also covers the cost of one guest for the reception and the Saturday breakfast. There will be a charge of \$25 for each guest who attends the group dinner on Thursday evening. If you have dietary restrictions, please contact Barb Cleveland at (360) 586-3169 or bclev@oah.wa.gov.

The registration form is attached for your completion. Your completed registration form and fee must be submitted no later than **July 9, 2004** to get the \$295 rate. Registrations cannot be processed without payment. Checks must be made payable to the "Central Panel Directors Conference" and mailed to: Office of Administrative Hearings, Attention: Barb Cleveland, PO Box 42488, Olympia, WA 98504-2488.

If you need to cancel your registration, a full refund will be given up to one week prior to the conference. If it is less than a week before the conference, you will receive a 50% refund.

CONFERENCE: A conference agenda will be forthcoming. When you arrive on Wednesday, please check in at the Presidential Suite to receive your conference materials. We will meet on Thursday, September 9 in the Lobby Lounge for continental breakfast at 8:30 a.m. The conference will be held in the Lobby Lounge and will begin at 9:00 a.m. Dress for the meeting and group banquet is casual or business casual.

PRE AND POST CONFERENCE ACTIVITIES: If there is interest, we hope to schedule a pre-conference (Wednesday afternoon) small group event, such as a visit to the Space Needle or Experience Music Project, in the Seattle area nearby. We are also planning to organize a post-conference (all day Saturday) event for a small group to drive to Mount Rainier. If you are interested in either event, please indicate your interest on the attached registration form. Families and guests are welcome to attend these activities.

I look forward to seeing all of you in Seattle. If you have any questions about the upcoming conference or your visit to Seattle, please feel free to contact me at (360) 664-2031 or awang@oah.wa.gov, or Barb Cleveland at (360) 586-3169 or bclev@oah.wa.gov.

Sincerely,

Art Wang
Chief Administrative Law Judge
Washington State Office of Administrative Hearings